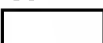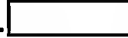SECRET

NOTE FOR: Mr. Ba

SUBJECT : IG Survey of OCS

Attached is a proposed response from you to Colonel White on the three recommendations of the IG Survey of OCS which involve the Support Directorate. The responses comprise a consolidation and editing of inputs from Mr. _____ (who used comments supplied by the Offices) on the recommendation concerning SIPS personnel, from D/S on ADP security, and from A-D/L on OCS space.

If you approve we will prepare memos with appropriate extracts to the Support Directorate offices; some of the responses require additional action for implementation.

Recommend your signature.

P. S.
I also suggest we send a copy to Mr. _____ who sent a copy of DD/S&T's response which is enclosed in the attached package.

22 JUL 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT   : Inspector General's Report of Survey of the
         Office of Computer Services

REFERENCE   : Memo dtd 25 May 70 to DD/S fr ExDir.-Compt.,
         same subj

1. This memorandum forwards for your information comments on the
three recommendations in the report of the Inspector General's Survey of
OCS which are addressed totally or in part to the Support Directorate.

2. As a general comment, I would note that these recommendations
touch on situations or problems which cannot be easily and quickly resolved,
but which I believe can be improved through sustained effort and management
attention.

3. Each of the three recommendations has been carefully considered
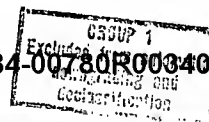and the paragraphs which follow are my comments on each recommendation.

Recommendation No. 3

That the Director of the SIPS Task Force and the heads of the DDS
Career Services concerned arrange for counseling with each DDS detailee
with a view to assuring the best possible long-range utilization of the
individual, both from his standpoint and that of the Agency.

Action or Comment

Concur in principle, but we believe the specific action recommended
has to be taken in consideration of the circumstances which apply in individual
cases and their relationships to the particular career services concerned.
Conversation with one of the inspectors who conducted the survey indicates
that the intent of the recommendation was to have the Director of the SIPS
Task Force participate with the head of each Support Career Service in a

discussion with members of their career services in groups to give assurances
of long term career interest. The managers of the Task Force and the heads of
the Support Career Services have been keenly aware of the problems and
concerns of the individuals assigned from the Support offices since the beginning
of the project. The manner in which the people were assembled --first as a
committee, then as full-time details and latterly by transfers of positions to
the Support Services Staff--is fraught with potential morale problems. While
regularly scheduled interviews and discussions with individual employees
either by Task Force management or heads of Support Career Services have
not been held, each person assigned to the Task Force has had more than one
discussion of this kind. Although each has been given the assurances recommended,
I do not believe that repeating the process would make such assurances more
acceptable now than they have been in the past.

Hybrid organizations composed of combinations of people representing
different Directorates have an inherent potential for generating problems and
criticisms of the kind identified in this report. In this instance, personnel
of the Support Career Services are doing the same work side by side with
people from the Office of Computer Services, but competitive evaluation for
promotion is handled by separate mechanisms. Average salary and headroom
constraints are quite different and general criteria for advancement bear
little resemblance between the Support Career Services and the "R" career
service of which the OCS employees are members. That these variables
exist to some degree among the several Support career services also compounds
the difficulties. We believe that the problem is more fundamental than one
which may be correctable by counseling alone. It relates to the general lack
of definition of career service mechanisms for people engaged in the information
processing professions. Accordingly, we have initiated a study of these
problems at the Directorate level with the assistance of a consultant from
[   ]. Meanwhile, counseling with individual employees
will continue.

Recommendation No. 9

That OCS and OS review their ADP security manpower requirements
and develop measures to insure the secure, compartmented use of the OCS
time-sharing 360/67 system both for CIA internal needs and for potential
COINS application.

Action or Comment

Members of the Office of Security have discussed security manpower
requirements and ways of improving the Agency's ADP security effort with
the Acting Director of Computer Services. Based on this review and on

discussions with the Director of Security, he is prepared to take the following measures:

a. The OS unit concerned with ADP security, which was established in October 1969 by reallocation of positions within OS, currently has a staff of three professionals and one clerical. In order to augment the effort, this unit will be expanded by the addition of three professional positions, including a GS-14 from the Special Security Center and a GS-12 engineer position from the OS Technical Division. Additionally, OS and OCS are agreed that it is necessary to obtain a professionally trained systems programmer as part of this security team; the Director of Security will attempt to fill this position at the GS-13 level on a contract basis which is being provided for from within the Directorate ceiling.

b. The OS ADP security unit, which is now a part of the Executive Staff, will be transferred to the Physical Security Division where, in order to provide proper recognition and authority, the head of the unit will be designated as Deputy Chief, Physical Security Division for Computer Security.

c. The Director of Security also plans, starting in this Fiscal Year, to increase the use of industrial specialists in order to obtain expert advice on particular ADP security problems and equipments. I propose to handle the financial adjustments for this increase and the contract position salary when the OS budget for FY 1971 is finalized.

The Director of Security has also undertaken a review of his responsibilities in the ADP security field vis-a-vis computer operating and using components. These responsibilities can be summarized as follows:

a. Developing and publishing uniform security policy and standards for maintaining the security of Agency computer and related information processing operations;

b. Directing a coordinated Agency program toward the identification and resolution of security problems involved in the use of computers and other modern techniques in the processing of official data;

- 4 -

c. Providing Agency computer components and users guidance in the handling of security problems posed by such operations;

d. Conducting security audits of Agency computer systems used for the processing of official data in order to insure uniform application of computer security policy and to test and evaluate systems as to their security merit; and,

e. Providing Agency support to computer security efforts within the USIB community where the Agency has an assigned responsibility or where it is requested to provide assistance.

The coordinated ADP security program referred to above (b) should facilitate bringing together the efforts of the various Agency components with problems and interests in this field, including OS, OCS and ORD, as well as other computer operating and using elements.

In sum, I would note that, given the rapid changes in ADP technology and the unknowns concerning security in this field, it does not appear that ADP security objectives can be attained easily or quickly. The steps outlined above should, however, increase and sharpen our ADP security effort and I would hope to make progress toward the security goals discussed in the Inspector General's report.

Recommendation No. 13

That DDS arrange for a thorough study of OCS space needs and, upon completion, take whatever action possible to satisfy the needs.

Action or Comment

The Office of Logistics has re-examined the OCS space situation in an effort to identify significant deficiencies and to suggest possible solutions. This review agrees with the Inspector General's findings that OCS requires additional office space; however, there is at the present time no unoccupied space available in the Headquarters building which can be used to alleviate the OCS problem.

During the period FY 1968 - FY 1969 the office space assigned to OCS was increased and reconfigured according to OCS requirements. Shortcomings noted in the Inspector General's report relating to configuration of partitioning resulted from a compromise with the Director of Computer Services to allow for proper air circulation within the office area. Further modifications to the partitions in order to provide complete privacy would require extensive modifications to the air-circulation system.

On the issue of a "more pleasant working environment", the OCS area was redecorated during the period FY 1968 - FY 1969. The current review by Office of Logistics personnel did not reflect any serious deterioration in the earlier redecoration. However, this matter will be brought to the attention of Mr. [   ] consultant on environmental improvements, for his personal recommendations.

Another issue mentioned in the Inspector General's report concerns raising the [ ] square feet ratio of space-per-person average in OCS to meet the Headquarters average of [ ] square feet. We recognize this issue but see no short-range solution for increasing the space-per-person ratio within OCS. The solution of OCS space needs must be addressed to new requirements as well as current deficiencies. The Acting Director of Computer Services has provided to the Office of Logistics a copy of a memorandum on office space submitted to the DD/S&T on 11 June 1970 in which he identifies OCS requirements for an increase of 9,000 square feet of space in FY 1971 - FY 1972. Thus, it is evident that an extensive joint space study, considering the practical space limitations in light of OCS requirements, is now required. Minimum time to conduct this study is about sixty days. This study will, of necessity, examine OCS requirements in relation to over-all Directorate of Science and Technology space utilization.

As a potential solution, it may be possible, although expensive, to relocate the general purpose computer equipment, and staff personnel and programmers associated with the equipment, to an external Agency location. Such a relocation, in addition to the expense involved, would require extensive planning and possibly authority for additional space acquisition. In view of the Director's policy on space acquisition, it is more realistic to attempt to find space within that already assigned to the Directorate of Science and Technology. Possible reductions in space requirements for the Office of Special Activities, DD/S&T, in the [   ] area might fill this requirement.

X1
X1
X1
25X

These alternatives will be explored in the study which, subject to your approval and with the agreement and assistance of DD/S&T, we would propose to initiate immediately.

25X1

Deputy Director
for Support

X1   SOS-DD/S-[   ] (23 July 1970)
Distribution:
  Orig - Addressee
    1 - ER
    1 - ADDS
X1   1 - Mr. [   ]
    1 - DD/S Subject
    1 - DD/S Chrono
    1 - SOS
Recommendation No. 3 extracted for: D/Commo, D/Fin, D/Log, D/OMS
  D/Pers & D/Sec

Recommendation No. 9 extracted for D/Sec
Recommendation No. 13 extracted for A-D/Log